



Department of Environment and Conservation  
Division of Remediation  
Drycleaner Environmental Response Program  
401 Church Street, 4th Floor L & C Annex  
Nashville, Tennessee 37243

To: Tennessee Drycleaning Facilities  
Current or Prior Owners/Operators of Abandoned Drycleaning Facilities  
Potentially Impacted Third Parties

From: The Tennessee Drycleaner Environmental Response Program (DCERP)

Subject: 2009 Annual Registration Notice

The annual drycleaner facility registration fee is based on the reported amount of solvent purchased from July 1, 2007 through June 30, 2008. The reported amounts are verified by comparing the amount you have reported to the amount reported by solvent distributors. The 2009 registration package includes: *Combined Registration & Best Management Practices (BMP) Certification form with Instructions, Annual Registration Fee Invoice, 2009 Annual Registration Notice, and the Quarterly Solvent Purchase Log*. Facilities that fail to submit all the required forms will not receive a Certificate of Registration until the forms are correctly filled out and received. Additional program information is available on the web at <http://www.state.tn.us/environment/permits/dcerp.shtml> or call the DCERP administrator at (615)741-2281.

**Please note the BMP Compliance document has been combined with the Registration Form for 2009 and the Registration Form must be notarized. Abandoned Facilities do not need the Registration Form notarized.**

Active drycleaning facilities must return all five (5) of the following items in the enclosed return address envelope on or before October 31, 2008. Abandoned Facilities must return items 1 through 3.

1. Notarized registration form (remember to make a copy for your files)
2. 2009 Annual Registration fee (payable to the Treasurer, State of Tennessee)
3. 2009 Fee Invoice: The invoiced fee **must** be paid to prevent possible late penalties. Disputes of reported solvent purchases will be reviewed pending receipt of documentation (statement saying that the invoice is incorrect along with supporting documents of solvent purchases). A refund of the amount that exceeds the corrected annual fee will be processed after verifying the error.
4. Quarterly Solvent Purchase Log (July-September 2008) (According to DCERP's rule every facility must submit quarterly solvent reports, even if they did not purchase any solvent, or we will not issue you a registration certificate.)
5. Copy of the current CED certificate or ECT (DCERP Environmental Compliance Training Certificate)

#### **Registered Drycleaner Facilities Penalty Policy**

To obtain a certificate for 2009, all fees and penalties owed to the DCERP must be paid in full and all the required documents listed above submitted. *Without a current certificate the drycleaner will be unable to purchase solvent and additional penalties may be levied.*

The late penalty policy is based on the date full payment is received after the registration due date, which is October 31, 2008. Numbers 1 through 4 on the next page will assist in calculating the late registration penalty. The penalty is in addition to the amount assessed on the invoice. For example, if the amount invoiced was \$500.00 and the fee was paid November 1, 2008 (post mark date), a penalty of \$250.00 will be added to the amount owed. The new total amount (invoiced fee plus penalty) due would be \$750.00.

Example: Invoiced fee (\$500.00) + penalty amount (\$250.00) = new amount due that must be paid to receive a certificate (\$750.00).

- 1) Annual Registration fee postmarked after October 31<sup>st</sup> but by December 31<sup>st</sup> will be assessed a \$250.00 late penalty.
- 2) Annual Registration fee postmarked after December 31<sup>st</sup> but by February 28<sup>th</sup> will be assessed a \$500.00 late penalty,
- 3) Annual Registration fee postmarked after February 28<sup>th</sup> but by March 31<sup>st</sup> will be assessed a \$1,000.00 late penalty,
- 4) Annual registration fee postmarked after April 1<sup>st</sup> will be referred to the TDEC Office of General Counsel for further determination of penalties and potential legal action.

Note: These penalties are cumulative. Example: Invoiced fee (\$500.00) + Penalty 1 (\$250.00) + Penalty 2 (\$500.00) + Penalty 3 (\$1,000.00) = Fee and penalties of \$2,250.00

Penalties for late payment or non-payment of program registration fees will continue to accrue until the entire fee is paid. Once the fee is paid, penalty will cease to accrue. A drycleaning facility is considered unregistered and will not receive a Certificate of Registration until all the required forms are submitted and all fees, surcharges, and penalties have been paid. Please be aware that an additional penalty of \$130.00 will be assessed for each returned check. Call the DCERP administrator at (615)741-2281 with any questions about late penalties or total fees owed.

DCERP policy also levies a penalty of \$500.00 per incident if the facility purchased or obtained solvent while in an unregistered status. The \$500.00 penalty is in addition to any late registration penalty.

There is a lost/damaged certificate fee of \$25.00 with a limit of one duplicate per year. The facility must request a duplicate certificate in writing and explain why a duplicate certificate is necessary. A facility that fails to post a Certificate of registration is subject to a \$50.00 penalty.

Facilities that cease operations on or before December 31, 2008 must notify DCERP in writing to prevent penalty accrual and possible legal action.